

Professional and Managerial Branch
Water Utilities Administration Group
Systems Management Series

WASTEWATER TREATMENT MANAGER

10/00 (LBT)

Summary

Under general direction, manage the operation and maintenance of the sewage collection and pumping systems and wastewater treatment facilities.

Typical Duties

Organize, implement, coordinate and control activities associated with wastewater treatment systems and facilities. Involves: directing operation and maintenance of sewage treatment plants and pumping stations, monitoring quality of waste discharged by industrial customers, and processing of compost; overseeing laboratory in performance of required tests to monitor industrial wastewater discharge, the quality of raw sewage and treated effluent; directing research related to handling and treatment of wastewater; coordinating construction activities; reviewing construction plans and specifications of treatment plant construction projects to insure they conform to operational requirements; serving as project manager on plant construction projects when assigned; coordinating consultants, engineering division and contractor personnel with plant operations personnel on plant construction projects when assigned.

Assist with Water Systems Division administrative or other functions. Involves: maintaining records of the sewage systems and the wastewater treatment operations as required by the Environmental Protection Agency (EPA) and other Federal and state agencies; ensuring compliance with EPA and other Federal and state standards and requirements; preparing and submitting reports to governmental agencies as required; preparing and submitting reports to keep management informed of the operation of the pumping systems and wastewater treatment division; investigating and adjusting complaints concerning noxious odors relative to sewage and wastewater; assisting the Sewage System Division Manager in the preparation of a long range capital improvement program for the wastewater pumping and treatment facilities; preparing the annual budget; requisitioning personnel, supplies, materials and equipment; giving professional advice and assistance to plant operators and supervisors.

Supervise supervisory and non-supervisory, professional/managerial, and general services personnel as assigned. Involves: determining and preparing work schedules, and expediting work flow; assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance, coaching, and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing and hiring applicants; making staffing and job design changes and terminating employees.

Perform miscellaneous related managerial and administrative duties as required. Involves: substituting, as qualified, for peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services; conducting special studies; serving on ad hoc committees or representing the City at various conferences and meetings as instructed; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives; maintaining awareness of trends in the profession and technological developments.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Engineering and eight (8) years of progressively responsible professional experience in design, construction or operation of water or wastewater utility facilities, or six (6) years of such experience and a Master's Degree in Engineering, including four (4) years in a progressively responsible managerial or supervisory capacity.

Knowledge, Skills and Abilities: Comprehensive knowledge of: pumping systems; methods, practices and procedures utilized in the treatment of wastewater; design and chemical aspects of wastewater treatment plant facilities; EPA standards and requirements concerning water and sewage treatment. Considerable knowledge of: the chemistry of wastewater treatment quality control; administrative and supervisory practices and procedures; safety practices and procedures.

Ability to: plan, direct, supervise and coordinate the work of assigned personnel; train, instruct, review and evaluate the work of assigned personnel; enforce personnel rules and regulations, standards of conduct and work attendance;

enforce safety working practices and procedures; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing; make sound decisions; maintain files and prepare reports.

Skill in the safe operation and care of a motor vehicle.

Physical Effort & Work Environment: Occasional mobility in a field environment; exposure to unpleasant odors and weather conditions; operation of a motor vehicle through city traffic.

Licenses and Certificates: Must possess: either an "A" certificate of competency in Wastewater issued by Texas Natural Resources Conservation Commission (TNRCC) or a Texas Professional Engineer License by time of appointment; Texas Class "C" Driver's license or equivalent from another state.

Director of Personnel

Department Head

OFFICIAL